



Volume 5, Issue 13  
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Mayor Michael B. Coleman

# HR CONNECTIONS

## Director's Letter

Welcome to the September 2004 edition of HR Connections. As the fall approaches many of us are preparing to ship our high school graduates off to college. Others may be starting roofing and insulation projects or upgrading/replacing furnaces to better protect against the rapidly approaching dip in temperatures.

Each of these initiatives are major expenditures that require a saving strategy in order to avoid accumulating significant debt. To that end, I am pleased to announce the introduction of the "Columbus Saves" program.

Columbus Saves is a local partner of the America Saves national program. Columbus Saves' mission is to promote and increase savings and the accumulation of wealth among individuals and families in Central Ohio through education and awareness facilitated by a broad base of community partners.

Up coming Trainings .....	2
Welcome Corner.....	2
AED/CPR Awareness Day.....	2
2004 Record s no Lost Work Day.....	3
Veterans' Employment/Training Issues .....	3
Shelter-In-Place .....	3

Columbus Saves/America Saves emphasizes building funds for emergencies, homes, investments and other financial goals, which will help families, improve their standard of living.

This program, which features a series of topical discussions of savings and investment options and strategies was piloted in the Human Resources Department over a three month period earlier this year. Professionals in the areas of banking, investments, financial planning and education facilitated the presentations.

The Columbus Saves program chair is Dr. Susan Shockey, a Family and Consumer Science educator at Ohio State University. Sue Kaminski, from the Department of Development and I will assist Dr. Shockey in introducing this program to Departments and

and Divisions throughout City government.

The community wide kick-off for "Columbus Saves" is scheduled for Tuesday, October 5, 2004 from 11a.m. to 1p.m. at the Franklin County Court House, 373 S. High St. Please stay tuned for future announcements. I sincerely encourage your participation in this very beneficial program.

*"Radiate the Positive"*



## 2<sup>nd</sup> Annual City-wide HR Conference

For Human Resources  
and Payroll  
Professionals

October 19, 2004  
Beatty Recreation  
Center  
247 N. Ohio Ave.  
7:30 am - 4:00 pm

## UP COMING TRAININGS

## WELCOME CORNER

### New Training Opportunities

- ① Interested in developing better driving skills?
- ② Need innovative advice on how to better market your City program?
- ③ Like to improve your customer service skills?
- ④ Need information about the Sunshine Laws, Public Records and Open Meetings?
- ⑤ Exterior Home Maintenance 9/23  
9:30 a.m. - 10:30 a.m.
- ⑥ Interior Home Maintenance 9/30  
9:30 a.m. - 10:30 a.m.

Watch for training dates for Driver Improvement, Marketing Your Program, Customer Service, and Ohio Sunshine Laws/ Public Records and Open Meetings Acts.

Citywide Office of Training and Development can help you

Call 645-3052

### “Columbus Saves” Community Kick-Off

Tuesday, October 5, 2004  
11:00 a.m. – 1:00 p.m.

Franklin County Court House  
373 S. High Street  
Meeting Room A (Auditorium)

More than 40 educational, financial and government leaders in Columbus and Franklin county have formed “Columbus Saves”, a free program to encourage residents to make smart, informed financial decisions. Columbus Saves is an extension of America Saves, a nationwide campaign based upon helping individuals and families save and build wealth. Learn how to become involved by attending the Community Kick-Off on October 5<sup>th</sup>. Please RSVP by Sept. 20<sup>th</sup> by calling the Columbus Saves Moneyline at 614.866.6900 ext. 200 or by emailing [columbussaves@mail.com](mailto:columbussaves@mail.com).

Build Wealth, Not Debt,  
by Joining Columbus Saves!

### THREE NEW ADMINISTRATORS



**Refuse**  
Larry Hines



**Housing**  
William Gates



**Sewerage & Drainage**  
James Brueggeman, P.E

### CITY OF COLUMBUS EMPLOYEES AED/CPR AWARENESS DAY OCTOBER 4<sup>th</sup>

#### Automated External Defibrillators Cardiopulmonary Resuscitation

Every year about 250,000 people suffer cardiac arrest and only about 5 percent of them survive. Cardiac arrest is a condition in which abnormal heart rhythms called arrhythmias cause the heart's electrical impulses to suddenly become chaotic. Statistics show that early access to CPR and AED significantly increases the chance of survival and limits the amount of organ damage. Are you ready to be there when a coworker or friend needs you?

October 4<sup>th</sup> will be City of Columbus CPR/AED Awareness Day. On October 4<sup>th</sup> the City will distribute and post information about resources in our workplace:

- Do you know what to do if a coworker collapses?
- Do you know the warning signs of a heart attack?
- Do you know where and when you can be trained on CPR/AED?
- Do you know who is trained in your area?
- Do you know where the nearest AED is located?

On October 4<sup>th</sup> watch for postings, pamphlets, emails, and voicemails to answer your questions. Council member Patsy Thomas, along with City and community partners such as the Fire Division, IAFF, Local 67, Human Resources, The American Heart Association, and local hospital networks are promoting education and distribution of AED units in the community as part of Project Heart Start. That evening Council will approve a resolution in support of CPR/AED Awareness Day and recognize the employees who volunteered to become instructors.

#### GET TRAINED – LEARN THE FACTS – BE READY

Employee Benefits/Risk Management...645-8065

Citywide Training Hotline.....645-7733

Human Resources..... 645-7206 EEO .....645-8871

Deferred Compensation..... 1-877-644-6457



## WHALE DONE

**2004 RECORD DAYS WORKED WITHOUT A  
LOST WORK DAY !!**

### PUBLIC SERVICE:

<b>FACILITIES</b>	<b>78 DAYS</b>
<b>FLEET</b>	<b>240 DAYS</b>
<b>109 BLDG.</b>	<b>468 DAYS*</b>
<b>1800 FACILITY</b>	<b>149 DAYS</b>
<b>1881 25TH AVE.</b>	<b>595 DAYS*</b>
<b>MARION OUTPOST</b>	<b>102 DAYS</b>
<b>NORTH OUTPOST</b>	<b>165 DAYS</b>
<b>ROBERTS ROAD OUTPOST</b>	<b>116 DAYS</b>

### PUBLIC UTILITIES

<b>ELECTRICITY</b>	<b>148 DAYS</b>
<b>COMPOSTING</b>	<b>298 DAYS</b>
<b>DUBLIN WATER PLANT</b>	<b>416 DAYS *</b>
<b>JACKSON PIKE WASTE WATER</b>	<b>145 DAYS</b>
<b>SOUTHERLY WASTE WATER</b>	<b>254 DAYS</b>
<b>SURVEILLANCE LAB</b>	<b>244 DAYS</b>

### TECHNOLOGY

**CABLE INTERCONNECT SECTION 1,095 DAYS\***

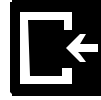
\* INCLUDING PAST YEARS  
AS REPORTED BY DEPT./DIV.



## Veterans' Employment Issues Training

In April of 2004, Mayor Coleman created a committee to address issues related to City of Columbus employees who are military veterans and/or members of the National Guard or Reserve Forces of the United States Military. One of the goals established by the Mayor was the development of a curriculum for training of supervisors and managers in matters related to the Uniformed Services Employment and Reemployment Rights Act (USERRA), Post Traumatic Stress Disorder (PTSD) and the services available to City employees/veterans through the Employee Assistance Program (EAP) of the City Health Department. Six, three hour, training sessions have been conducted in August, attended by forty-seven employees from various departments. Four sessions are planned for September with plans to offer this training through the end of 2004. Supervisors and managers are being scheduled for this training through department/division Human Resources units. Jim Lendavic, Department of Human Resources, and Lisa Callander from the EAP are the primary presenters for this training activity.

## ALWAYS BE PREPARED FOR AN EMERGENCY



### SHELTER-IN-PLACE

*find a safe place right where you are*

In an emergency when harmful agents are in the air, evacuation may be dangerous. To prevent further exposure you may be told to find shelter indoors wherever you are. This is called **Shelter-In-Place**. These five steps to **Shelter-In-Place** are the same for home, work, or school.

#### 5 Steps:

1. **Go inside.** Quickly move people and pets indoors.
2. **Close and lock all windows and doors.**
3. **Turn off and close all venting systems** including air conditioners, bathroom and stove fans, and fireplace dampers.
4. **Go into a room and seal it.** Block any gaps to the outside air with tape and plastic or damp towels. Do not use the basement because some toxic gases collect in the lowest level of the house.
5. **Tune to your local radio or TV station** for more information.

**Children:** Do not try to get your children from school or day care. Schools and childcare centers provide children shelter where they are located.

**Phones:** Stay off the phone lines to allow emergency calls to get through.

### Shelter-in-Place Kit



Make your own "Shelter-In-Place" kit.

A simple kit can be low cost with these needed items:

- \_\_\_ Plastic sheeting
- \_\_\_ Duct tape
- \_\_\_ Blankets
- \_\_\_ Flashlights
- \_\_\_ First-aid supplies
- \_\_\_ Snack food
- \_\_\_ Bottled water
- \_\_\_ Clock (windup or batteries)
- \_\_\_ Radio (windup or batteries)
- \_\_\_ Extra batteries
- \_\_\_ Bath towels



[See other side](#)

## EVACUATION

leaving the area in an emergency



In an emergency, you may be asked by police, fire fighters or other officials to leave your home, a public building or your place of work. If this happens, you should:

1. **Follow directions**, but move quickly.
2. **Don't use the phone**, unless you need medical help right away.
3. **Bring ID**, such as a drivers license, state ID card, or insurance card.
4. **Bring your medications**, or other things you may need if you have special needs.
5. **Turn everything off and lock up doors and windows** before you leave. Don't forget your keys.
6. **Pack extra clothes**, if you have time.
7. **Plan for pets**. If you evacuate with your pet it is best to have them in a carrier.



## DECONTAMINATION

*cleaning harmful agents off of you and the things around you*

Decontamination means removing harmful agents and germs from skin, clothing, and objects. You may be asked to do this by police, fire, or other safety officials.

1. **Take off your clothes and other items**. Put everything in a plastic bag and then into another bag again (double bag). You may put important items, such as keys and money, in a separate sealed bag. Write your name on the bags.
2. **Shower** for 15 minutes, use lots of soap on your hair and body, then rinse off well. Warm water is best.
3. **If you wear contacts** - wash your hands very well before touching your eyes to take them out.
4. **If eyes are burning** - rinse with water for 15 minutes. Warm water is best.
5. **If you feel sick, seek medical help**.

### For more information

[www.co.franklin.oh.us/ready](http://www.co.franklin.oh.us/ready)  
[www.emafc.com](http://www.emafc.com)  
[www.ready.gov](http://www.ready.gov)

Franklin County Emergency Management Agency:  
 (614) 469-9700



## IMPORTANT PHONE NUMBERS

United HealthCare.....1-800-681-3849  
 Medical, Rx Drug, Pre-certification  
 Mail Order Rx Drug..... 1-800-681-3849  
 Nurseline.....1-877-365-7922  
 Anthem BCBS (Dental) .....1-866-446-7690  
 Vision Service Plan ..... 1-800-877-7195

CNA Life Insurance  
 Life: At work employees contact Division Payroll Department.  
 Terminating employees, call Risk Management to convert within 31 days of terminating City employment

COBRA: Continuation Benefits  
 CobraServ.....1-800-877-7994

CareWorks.....1-888-899-1232  
 Workers' Compensation Managed Care Organization  
 Anthem Life.....1-800-813-5682  
 Short term disability. Complete forms through Division payroll.

AFLAC.....614-761-1342  
 Colonial Life.....1-800-272-5025  
 OPERS.....1-888-400-0965

## HR WEBSITES

**Be sure to visit the Human Resources Internet and Intranet websites for the latest information on training opportunities, EEO, Labor Relations, Employee Benefits/Risk Mgmt. and Employee Resources**

### Internet

<http://www.columbus.gov>

### Intranet

## HR Connections

Chester C. Christie, Director  
 Human Resources

Lisa Marin, Deputy Director  
 Human Resources

Amy B. Klopfer  
 Editor

### Newsletter Committee:

Abbie Amos, Rick Brewer, Lisa Callander, Cheryl Greene, Tracey Ingram, Tina De Fluiter, and Jim Lendavic